

OSP Backup Package for Board of Public Works



CONTRACT#: _____

Agency: _____

Anticipated BPW Meeting Date: _____

Contact: _____

| This action agenda item is: (Circle One) | NEW | SOLE SOURCE & SINGLE BID | INTERGOV. COOPS | MODS and RENEWALS | EMERGENCY |
|---|-----|-----------------------------|--------------------|----------------------|-----------|
| <i>Document</i> | | | | | |
| Action Agenda Item <i>in WORD format</i> | | | | | |
| Backup PDF Ordering..... | | | | | |
| BPW Checklist <i>this document, completed</i> | | | | | |
| 1. Procurement Officer's Determinations <i>signed by P.O. + agency designee</i> <i>*including price justification and fair and reasonable determination, as applicable</i> | | | | | |
| 2. Extension Letter <i>signed by agency head</i> | | | | | |
| 3. Retroactive Action Letter <i>signed by agency head</i> | | | | | |
| 4. Protested Procurement Documentation <i>protest + agency response</i> | | | | | |
| 5. MBE/DBE/VSBE Participation Schedule (Form B) <i>all that apply</i> | | | | | |
| 6. MBE/DBE/VSBE Waiver <i>all that apply</i> | | | | | |
| 7. MBE/DBE/VSBE Compliance <i>all that apply</i> | | | | | |
| 8. MD Works Waiver | | | | | |
| 9. Scope of Work | | | | | |
| 10. Contract (original or modification) <i>signed by vendor and AAG</i> | | | | | |
| 11. PRG Documents | | | | | |
| 12. ADPICS Crosswalk <i>(completed week before BPW)</i> | | | | | |

Real Property items require the following, as applicable: Maps/plats Clearinghouse MPCR

Capital Grants & Loan items require the pre-approved CGL Package.

Reviewed and Submitted by: _____